



LiveLighter

Pinjarra Festival

Volunteer Expression of Interest Form 2024

Saturday 1 and Sunday 2 June | 10:00am – 4:00pm

The Pinjarra Festival invites anyone interested in volunteering to apply for the upcoming 2024 festival, held on Saturday 1 and Sunday 2 June, 2024 at the Edenvale Heritage Precinct, Pinjarra.

Volunteering with us at events includes a variety of different roles and responsibilities such as:

- Running activities, collecting survey responses and booklet distribution
- Front of house roles including collecting tickets and providing information to attendees
- Being part of event production with set up and pack down

Volunteering with us is a great way to meet new people, be a positive influence, develop new talents, grow from experience, be part of a team, keep active, and so much more.

Please note:

- We will deliver all events in line with the most up-to-date advice provided by the WA Government and the WA Department of Health.
- Volunteers will receive a food voucher for each shift, to be used before or after your shift.
- Water and sunscreen will be available during the event.
- You are welcome to bring snacks along for your consumption during the day.
- A volunteer briefing will be held prior to the event, confirmation of this date will be on your volunteer acceptance email.
- Please ensure you are familiar with our event volunteer Terms and Conditions

Volunteer roles are essential to ensuring our event success. If you require any further information please call the Events team on 9555 5517 or email events@murray.wa.gov.au.

Applicant Details		
Applicant Name (Full name)		
Under 16 years of age	Yes:	No:
Address		
Postal Address (if different from above)		
Phone (mobile preferred)		
Email		
Emergency Contact		
Name		
Relationship		
Emergency Contact Number		
General Information		
Have you ever volunteered at a previous Pinjarra Festival?	Yes:	No:
Do you hold a current police clearance	Yes:	No:
Do you hold a current Working with Children Check?	Yes:	No:

Volunteer Positions (Check off positions you wish to volunteer in)				
Position	Role/Tasks (not limited to)	Dates	Times	
Set-up Crew	<ul style="list-style-type: none"> Assist the Place and Community Development team as instructed Assist event staff where required Set up of signage and banners Set up of tables and chairs Set up of Shire marquee and tables Set up of Shire craft area Delivery of items to site Placement of rubbish bins 	Friday 31 May	8am – 11am	3pm – 5pm
		Saturday 1 June	6am – 9am	
Pack-down Crew	<ul style="list-style-type: none"> Assist the Place and Community Development team as instructed Assist event staff where required Pack down of signage and banners Pack down of tables and chairs Pack down of Shire marquee and tables Pack down of Shire craft area Delivery of items from site Collection of rubbish bins Collection of electrical leads and cover plates 	Sunday 2 June	4pm – 7pm (or needed)	
Information Booth	<ul style="list-style-type: none"> Assist the Place and Community Development team as instructed Offer general assistance or directions <ul style="list-style-type: none"> Location of food stalls and market stalls The closest toilets Answer general enquires about the event Pinjarra Festival brochures, which every visitor to your stall should be given Emergency services information Stage timetables Lost children 	Saturday 1 June	10am – 1pm	1pm – 4pm
		Sunday 2 June	10am – 1pm	1pm – 4pm

Survey Attendant / Booklet Distribution	<ul style="list-style-type: none"> • Distribute the Liveliighter cards book to festival patrons • Collect survey responses from the public • Assist the information booth volunteers • Collect postcodes at the main gate from festival patrons • Assist the Place and Community Development team as instructed 	Saturday 1 June	10am – 1pm	1pm – 4pm
		Sunday 2 June	10am – 1pm	1pm – 4pm
Event Assistant / Runner / General Volunteer	<ul style="list-style-type: none"> • Assist the Place and Community Development team as instructed • Ensure the area is kept clean and tidy, free of rubbish and that all signage is in place • Topping up water at stage and volunteer room • Stage management • Filling in for volunteers; various roles (info booth, survey, kids etc.) 	Saturday 1 June	10am – 1pm	1pm – 4pm
		Sunday 2 June	10am – 1pm	1pm – 4pm

Physical Limitations and Medical Information

Please identify any physical limitations that may affect your role (eg. Unable to stand for long periods of time)

Please identify any injury, illness, disability, disease or allergies that you have which may affect your role or emergency medications you may require. (confidential)

- I have read the Terms & Conditions as outlined below
- I understand that confidentiality is of the utmost importance and agree to keep all matters confidential
- I interpret voluntary duty to mean that I have agreed to offer my services on the understanding that no financial remuneration will be received in return for them
- In case of an accident, I hereby grant the Shire of Murray or an official representative of the Council, permission to call an ambulance, doctor, or next of kin on my behalf
- I understand that I may be required to undergo an interview and selection process, undertake a reference check and background check (National Policy Clearance, Working with Children Check etc.)
- I acknowledge that I have the following responsibilities as a volunteer/work experience placement:
 - Be dependable – notify the Shire of Murray if unable to attend
 - Be willing to undertake relevant orientation, training, support and supervision
 - Work in accordance with health and safety regulations
 - Work in accordance with the Shire’s policies, procedures, instructions and rules
 - Respect the rights, privacy and dignity of clients and colleagues

I agree that the information above is true and correct. I have read, understood and agree to abide by the Terms and Conditions. Any breach may result in the revocation of the approval and require me to vacate the event. The Shire of Murray is indemnified from any claim whatsoever arising from my attendance at the Pinjarra Festival.

Signature of Applicant		Date	
Signature of Parent/Guardian If applicant is under 16 years of age		Date	

Email your completed application to mailbag@murray.wa.gov.au

Pinjarra Festival Volunteer Terms and Conditions 2024

- All volunteers involved with a Shire of Murray (SoM) event have the right to work in a healthy and safe environment. Under no circumstances should volunteers take part in any activity that may cause them distress or injury.
- It is the responsibility of all volunteers to report any hazards (ie: syringe) within the event that may result in death or injury to themselves, the community and/or staff. If a potential hazard is identified volunteers are expected to:
 - Contact the volunteer coordinator/SoM employee
 - Remain at the affected area if there is an immediate hazard until SoM staff arrive
- Volunteers may be approached by members of the public with complaints and/or concerns. It is important that volunteers do not apologise on behalf of the Shire or make any promises of retribution towards the complaint.
- The Shire of Murray has a complaints procedure. If the complaint can be rectified at the event, however, not by yourself contact a member of the events team. Where possible, please obtain the contact details of the individual (name, phone, email, post code) and document their issue – please provide this to the volunteer coordinator before the end of your shift. The volunteer coordinator will be your main point of contact during the event, and their details will be included in your final pack.
- For SoM events which have an outdoor component it is the responsibility of the volunteer to ensure they wear adequate sun protection including a hat and sunscreen for the duration of their shift, as well as appropriate attire for cold evenings. Sunscreen and hats will be available from the Information Booth; however, volunteers are asked to bring a hat from home to wear.
- If there are any concerns regarding the allocation of shift and/or tasks please contact the Shire of Murray events team on 9555 5517. Under no circumstances should any volunteer carry out a task which they feel uncomfortable with or a task that exceeds their own personal limitations.
- If a lost child is found during the event, please escort the child to the Information Booth.
 - **Note:** If there is any uncertainty about the location to take a lost child please contact a member of the events team whose mobile numbers will be provided to you at the event
- Please arrive to the allocated registration point 10 minutes prior to the start of the allocated shift. For any uncertainty regarding the location of the Information Booth or the shift, please contact the Events Team on 9555 5517 or 0437 882 738.
- An information session specific to the event will be held no later than one week prior to the event. All volunteers, especially first-time volunteers are encouraged to attend this information session for the purpose of meeting Shire of Murray event staff, familiarising oneself with the event footprint and advice on what to expect at the event.
- For the duration of any volunteer shift, no volunteer is to behave in any way that may result in negative impacts on the reputation of the Shire of Murray. This includes the use of mobile phones, smoking, consuming alcohol, inappropriate attire, offensive behaviour and/or coarse language.
- It is expected that volunteers respect the rights, feelings and property of all others associated with the volunteer work.
- If a volunteer loses the right to hold any of the required licenses or clearance checks the volunteer is required to immediately notify the Shire.

- If a volunteer becomes unwell prior to or during the event, the volunteer is required to let the Volunteer Coordinator know if they are unable to complete their shift, for their safety and the safety of others around them.
- This form provides permission to take photographs of the volunteer in their normal duties while in the event footprint, which may be used in promotional material.